Welcome to the Department of the Navy.

As a New Employee to the Department of the Navy, you are required to be trained on certain subjects. Part I of this presentation fulfills some of them. Specifically, Core Values, Standards of Conduct, Equal Employment Opportunity and HIV/AIDS. Your Supervisor or Administration Office will let you know if there are other areas that need to be covered. Some of these additional requirements will depend on the position you were hired for.

Part II of this presentation also covers important information that is pertinent to all Navy Employees whether they are new

NEXT

Part I contains mandatory information for all new employees. If you don't want to continue Certify t II, click the button, complete the form, have your Supervisor sign and forward to HRSC PACIFIC, Code 30. HO VER, if you would like to continue on to Part II, click the button instead and ll go to the Introduction Page. After reading the Introduction page, click on to go to the Table of Contents. H Certify u can view additional information about Federal Employment. T it Part II and receive credit for Part I, click the button and follow the instructions above. To go to the last slide viewed, click on the Next button.

To go to a topic of interest, just click on the title and the page will come up. If there is more than one page for the topic, click on to continue. To return to the Table of Contents, click on the button and select a new topic.

Additional information and Points of contact may e found on a particular topic by clicking on the button X Start

PART I - REQUIRED INFORMATION

NAVY CORE VALUES

The Core Values for the Department of Navy are Honor, Commitment and Courage.

HONOR -- “I will bear true faith and allegiance…” accordingly, we will: Conduct ourselves in the highest ethical manner in all relationships with seniors, peers and subordinates; be honest and truthful in our dealings with each other, and with those outside the Navy; be willing to make honest recommendations and to accept those recommendations from all personnel; encourage new ideas and deliver the bad news, even when it is unpopular; abide by an uncompromising code of integrity, taking responsibility for our actions and keeping our word; fulfill or exceed our legal and ethical responsibilities in our public and personal lives twenty-four hours a day. Illegal or improper behavior or even the appearance of such behavi

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We are accountable for professional and personal behavior. We will be mindful of the privilege we have to serve our fellow Americans.

COMMITMENT -- “I will obey the orders…” accordingly, we will: demand respect up and down the chain of command; care for the safety, professional, personal and spiritual well-being of our people; show respect toward all people without regard to race, religion, or gender; treat each individual with human dignity; be committed to positive change and constant improvement; exhibit the highest degree of moral character, technical excellence, quality, and competence in what we have been trained to do. The day-to-day duty of every man and woman is to work together as a team to improve the quality of our work, our people, and ourselves.

COURAGE -- “I will support and defend…” accordingly, we will: have courage to meet the demands of our profession and the mission when it is hazardous, demanding, or

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make decisions in the best interest of the Navy and the nation without regard to personal consequences; meet these challenges while adhering to a higher standard of personal conduct and decency; be loyal to our nation by ensuring the resources entrusted to us are used in an honest, careful, and efficient way. Courage is the value that gives us the moral and mental strength to do what is right even in the face of personal or professional adversity.

These Core Values are more than human rules of behavior. They are deeply rooted in the heritage which has made this country great. Personal and professional conduct must always reflect the sacred truth of our nation. They demonstrate who we are and guide our performance, conduct and decision every minute of every day.

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STANDARDS OF CONDUCT

To maintain the public's confidence in our institutional and individual integrity, all DON personnel shall:

a. Avoid any action, whether or not specifically prohibited by the rules of conduct, which might result in or reasonably be expected to create an appearance of:

(1) using public office for private gain,
(2) giving preferential treatment to any person,
(3) impeding government efficiency or economy,
(4) losing complete independence or impartiality,
(5) making a government decision outside official channels, or
(6) adversely affecting the confidence of the public in the integrity of the government;

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b. Not engage in any activity or acquire or retain any financial or associational interest that conflicts or appears to conflict with the public interests of the United States as related to their duties;

c. Not accept gratuities from DOD contractors unless specifically authorized by law or regulation;

d. Not use their official positions to improperly influence any person to provide any private benefit;

e. Not use inside information to further a private gain;

f. Not wrongfully use rank, title, or position for commercial purposes;

g. Avoid outside employment or activities incompatible with their duties or which may discredit the Navy;

h. Never take or use government property or services for other than officially approved purposes;

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j. Not conduct official business with persons whose participation in the transaction would violate law or regulation;

k. Seek ways to promote efficiency and economy in government operations;

l. Preserve the public's confidence in the Navy and its personnel by exercising public office as a public trust;

m. Put loyalty to the highest moral principles and to country above loyalty to persons, party or government department;

n. Uphold the Constitution, laws, and regulations of the United States and never be a party to their evasion;

o. Give a full day’s labor for a full day’s pay, providing earnest effort to the performance of duties;

p. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept for oneself or for family members, favors or benefits under

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circumstances which might be construed by reasonable persons as influencing the performance of governmental duties;

q. Make no private promises of any kind binding upon the duties of office;

r. Not engage in business with the government, either directly or indirectly, inconsistent with the conscientious performance of governmental duties; and

s. Expose corruption wherever discovered.

Secretary of the Navy's Statement on
Equal Opportunity, Equal Employment Opportunity and
Sexual Harassment

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As Secretary of the Navy, I am personally committed to ensuring Equal Opportunity for each sailor and Marine and Equal Employment Opportunity for each Civilian. The Department of the Navy's leaders, managers and supervisors shall ensure that individuals are judged solely on the basis of merit and ability and with respect for the differences that make us stronger.

Our Nation's diversity is one of its most enduring strengths. A workplace free from unlawful discrimination and reflective of our Nation's diversity is central to maintaining a mission-ready workforce. It is essential that we maintain an environment free of harassment, including verbal or physical conduct that creates an intimidation or hostile work environment for any individual.

NEXT

I am fully aware that achieving these goals will require both a sincere commitment to and active participation in our Equal Opportunity and Equal Employment Opportunity efforts. That is my expectation of our leaders, managers, supervisors, and employees. My office is fully committed to ensuring that all personnel have the maximum opportunity for selection, advancement, retention, and recognition. Therefore, I charge our leaders to empower our Sailors, Marines and Civilians with the means necessary to reach their full potential. I also expect each Sailor, Marine and Civilian to demonstrate their talents and cooperation in helping our leaders meet this expectation.

Through our united efforts to maintain sensitivity to our cultural differences and value the contributions of each member of our team, we will enhance our ability to accomplish the Department of the Navy's mission at home and abroad.

/s/ Gordon R. England

NEXT

Discrimination against any applicant or employee because of age, race, color, religion, sex, national origin, physical/mental disability, or sexual orientation is prohibited and constitutes the basis for appropriate administrative action. It is the firm policy of the Department of the Navy that its work environment be free of every form of sexual and non-sexual harassment discrimination. Sexual harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is either explicitly or implicitly a term or condition of a person's job, pay or career; or 2) submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or 3) such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

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There are two types of Sexual Harassment:

Tangible Employment Action: An action that produces an identifiable change in an individual's conditions of employment. It can be any employment action, such as: 1) non-selection for a position; 2) failure to be promoted; 3) reassignment to an undesirable location or duties; 4) disciplinary action.

Hostile Work Environment: 1) actions or behaviors that create an intimidating, hostile, or an offensive work environment; and 2) regular and repeated actions, gestures, or items displayed around the workplace that unreasonably interfere with job performance.

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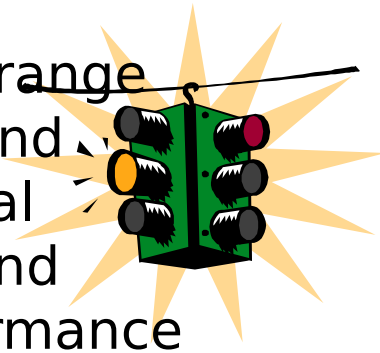

Sexual Harassment Behavior Identification: A wide range of behaviors exist that can be unwelcome, sexual, and work-connected and can, therefore, constitute sexual harassment. Some behaviors may be unwelcome and work-connected, but not sexual (for example, performance counseling), and obviously do not constitute sexual harassment.

To better explain the range of behaviors, which may constitute sexual harassment, the traffic light illustration was developed, in which behaviors are divided into three zones, corresponding to the colors on a traffic light. Green on the traffic light means, "go," and behavior in the green zone is acceptable. Green zone behavior is not sexual harassment. Yellow on the traffic light means, "caution," and behavior in the yellow zone may be sexual harassment. Red on the traffic light means, "stop." Red zone behaviors are sexual harassment. Just as with a traffic light, if in the yellow zone long enough, the light will turn red. If yellow zone behaviors occur repeatedly, especially after the person has been told it is unwelcome, it becomes red zone behavior—sexual harassmer

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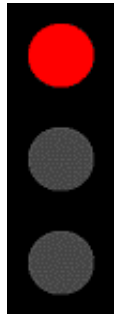
RED ZONE



SEXUAL HARASSMENT
"STOP! Don't do it or say it."
Sexual favors in return for employment rewards
Threats if sexual favors are not provided
Sexually explicit pictures or remarks
Obscene letters or comments
Sexual assault is criminal activity – ranging from forceful grabbing
to fondling,
forced kissing or rape.

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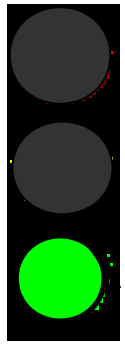
YELLOW ZONE

UNACCEPTABLE BEHAVIOR
“CAUTION”
Many find these behaviors unacceptable:
Violating personal “space”
Whistling
Questions about personal life
Repeated requests for dates

NEXT

GREEN ZONE



NOT SEXUAL HARASSMENT
“ACCEPTABLE”
Shaking hands
Friendly pat on the shoulder
Performance counseling
Social interaction
Showing concern
Encouragement
Polite compliment
Friendly conversation

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Note: Keep in mind that the above examples are used as guidance only, that individuals believe they are being sexually harassed based on their perceptions, that each incident is judged on the totality of facts in that particular case, and the individuals' judgment may vary on the same facts. Therefore, caution in this area is advised. Any time sexually oriented behavior is introduced into the work environment or among co-workers; the individuals involved are on notice that the behavior may constitute sexual harassment.

Employees are responsible for reporting Sexual Harassment to the appropriate supervisory level when the behavior does not stop after the harasser is confronted; the employee is uncomfortable in addressing the harasser; or the behavior is severe and possibly criminal in nature.

A complaint system is established for those who feel they have been discriminated against because of age, race, color, religion, sex, national origin or physical/mental disability or reprisal for prior EEO complaint involvement or opposition to a Title VII prohibited practice. If you feel that you have been discriminated against, you must contact the EEO Department at 473-8000 x5726/5727, within 45 calendar days from the date of the matter alleged to be discriminatory or in the case of a personnel action, within 45 calendar days of its effective date. Employees claiming discrimination on the basis of sexual orientation may seek redress from the Merit Systems Protection Board, Office of Special Counsel, the Negotiated Grievance Procedure, if applicable, or the Administrative Grievance Program.

NEXT

UMAN IMMUNODEFICIENCY VIRUS/ACQUIRE

IMMUNEDEFICIENCY SYNDROME (HIV/AIDS

Because the information covered in this section may be of a sensitive nature to some people, you may not want to view this section. If at any time you wish to leave, click on Exit. You will return to the Certification Page. You can then continue on to Section II or receive credit for completing the New Employee Orientation Training.

NEXT

Sexual Responsibility

Consider outcomes

Respect others

Plan for safety

Avoid Sexually Transmitted Diseases (STD's)/HIV & AIDS

Unplanned pregnancy

AIDS

- Life-threatening disease
- Caused by HIV
- Immune system is damaged, leaving the body open to serious "opportunistic" infections, cancers, severe weight loss and dementia.
- Still no cure and no

How is HIV Transmitted?

- Sexual contact
- Blood exchange
- Perinatally
  - During pregnancy
  - During birth
  - During breast feeding

Those Seeking Sex Should:

- Plan for safety
- Respect yourself/others
- Stay sober

Abstinence

- Delaying sexual activity
- 100% safe
- Allows for intimate relationships
- Avoids STD’s and AIDS
- Prevents unplanned pregnancies

Safe Sex

A mutually monogamous relationship with an uninfected partner

Exit

NEXT

Contraceptive Choices

Oral Contraceptives
Use of Condoms
Contraceptive Injection
Diaphragm
Spermicides
Intrauterine Device (IUD)

Summary

- Consider outcomes
  - Protect yourself & those you love
  - Achieve your life’s goals
- Respect your values and those of others
- Plan for safety
  - Negotiate for safety
  - Stay sober

Part II - Civilian Personnel Information for New Employees
INTRODUCTION

"Civilian Personnel Information for New Employees" is designed to introduce and acquaint you, the new employee, with some of the benefits, rights and privileges accorded Federal Civil Service employees.

The information provided is brief. Key areas of coverage include pay, health, life insurance, leave policies, position descriptions, performance awards, merit, promotion, training, discipline, holidays and other. The subjects are sequenced alphabetically rather than

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Civilian Employee Assistance Program
Discipline
Disclosure of Information (Whistleblower)
Drug-Free Workplace Program
Equal Employment Opportunity
Grievance
Health Benefits
HIV/AIDS
Holidays
Incentive Awards
Injury Compensation
Life Insurance
Leave
Merit Systems Principle
Navy Core Values
Overtime
Pay
Personnel File
Position Classification
Preference -Military Spouse; Veteran
Reduction-in-Force
Retirement
Standards of Conduct
Training

Click above for WEB Links to obtain additional information

Click Below to Certify Completion of Part I

EXIT

Certify

The Tools.
The Technology.
The Difference.

Department of the Navy
Automated Job Application Process

It's new and it's easy!

Applying for a promotion, career change or reassignment is now easier than ever. This automated system uses information technology to compare your resume against the skills required for specific positions. It replaces the old system of SF-171's and OF-612's. Just follow the directions in steps 1 thru 3 to sail through this new application process.

1. Find out about civilian Navy/Marine Corps jobs.

- Visit our web page at www.donhr.navy.mil
- Contact the local Department of the Navy Human Resources Office in your area.

2. Prepare and submit a resume.

- First, you must prepare your resume following the instructions and sample format provided at our web page or available from one of our eight Human Resources Service Centers. The easiest method is to use our on-line resume builder found at www.donhr.navy.mil
- Carefully read the information and application instructions on any recruitment publications, flyers, and/or job announcements for which you are applying. Many have unique instructions or requirements. Be sure to also complete the additional Data Sheet which is available on the web page.
- Then, send your resume, electronic method preferred, to the appropriate Human Resources Service Center. E-mail addresses of the Service Centers and their geographic areas are provided below.

Next

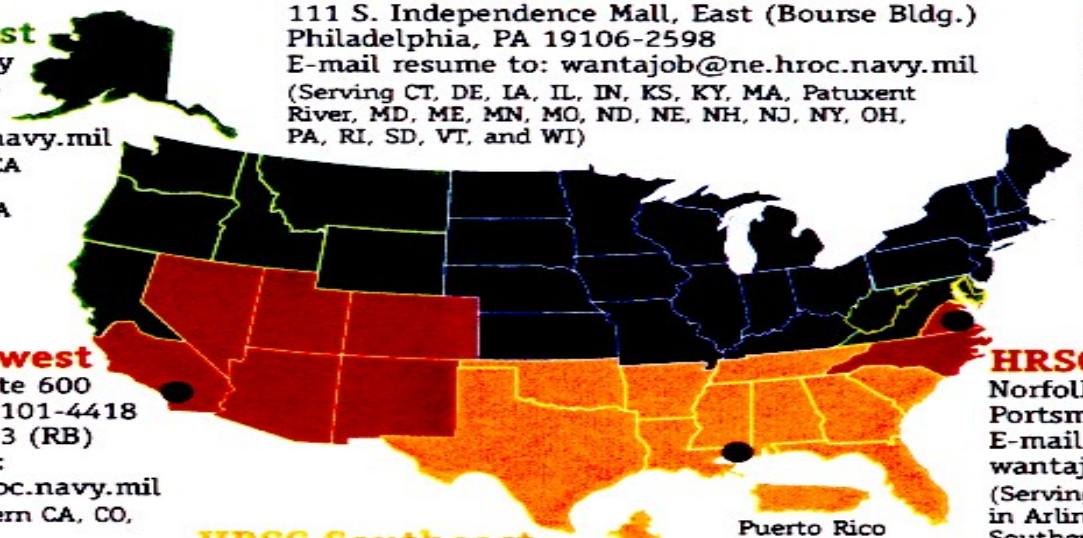
3. Let your activated resume work for you.

- We will let you know, in writing, when your resume is received and the time period your resume will remain active.
- Once you have a resume on file with a Human Resources Service Center, you may use it to apply for other employment opportunities in that geographic area. To do this, contact that Center with your name, phone number, social security number and the position title and announcement number(s) for which you wish to be considered. Or, if you choose, you may submit a new resume.

Department of the Navy **Human Resources Service Centers**

HRSC Northwest
3230 NW Randall Way
Silverdale, WA 98383
E-mail resume to:
wantajob@nw.hroc.navy.mil
(Serving AK, Northern CA including San Francisco Bay area, ID, MT, OR, WA and WY)

HRSC Northeast
111 S. Independence Mall, East (Bourse Bldg.)
Philadelphia, PA 19106-2598
E-mail resume to: wantajob@ne.hroc.navy.mil
(Serving CT, DE, IA, IL, IN, KS, KY, MA, Patuxent River, MD, ME, MN, MO, ND, NE, NH, NJ, NY, OH, PA, RI, SD, VT, and WI)



HRSC Southwest
525 B Street, Suite 600
San Diego, CA 92101-4418
Attention Code 53 (RB)
E-mail resume to:
wantajob@sw.hroc.navy.mil
(Serving AZ, Southern CA, CO, NM, NV and UT)

HRSC East
Norfolk Naval Shipyard, Bldg. 17
Portsmouth, VA 23709-5000
E-mail resume to:
wantajob@east.hroc.navy.mil
(Serving NC, Marine Corps Headquarters in Arlington, VA, Quantico, VA, Southern VA, and Sugar Grove, WV)

Hawaii

HRSC Pacific
178 Main Street, Bldg. 499
Honolulu, HI 96818-4048
E-mail resume to:
wantajob@pac.hroc.navy.mil
(Serving HI and the Western Pacific including Guam, Japan and Okinawa)

HRSC Southeast
9110 Leonard Kimble Rd.
Stennis Space Center,
MS 39522-0002
E-mail resume to:
wantajob@se.hroc.navy.mil
(Serving AL, AR, FL, GA, LA, MS, OK, SC, TN, TX, Cuba, Panama, Puerto Rico, and U.S. Virgin Islands)

United Kingdom

HRSC Europe
PSC 821, Box 121
FPO AE 09421
E-mail resume to:
wantajob@esc.hroc.navy.mil
(Serving Western Europe and Southwest Asia including the Mediterranean, Bahrain and Iceland)

APPOINTMENT INFORMATION

When a Federal agency has a position to be filled, there are a number of sources of applicants that can be used. These sources include: current permanent employees from the agency itself and other Federal agencies; reinstatement eligibles, applicants who have applied and been rated eligible by OPM, handicapped referrals, and VRA eligibles. Selecting officials may look at just one source or a variety of them before making a selection.

You will be receiving a copy of your "Notification of Personnel Action" (Standard Form 50) shortly after you start at your new job. This form identifies your job status and should be filed with your important papers.

Be sure to let your supervisor know and inform the HRSC PACIFIC in writing if there's any change in home address, phone number, emergency contact, marital status or beneficiary.

Next

CAREER- AND CAREER CONDITIONAL. These are the usual type of competitive appointments for individuals who have passed an examination and/or have been selected from an Office of Personnel Management (OPM) Certificate of Eligibles.

For permanent positions, during your first three years of service, you are a career-conditional employee. If you are a non-veteran and quit during this period, you will have reinstatement eligibility (if you resign, you can come back into Civil Service without having to “compete” with the general public) for three years from the effective date of your separation. Veterans have lifetime reinstatement eligibility. After three years of substantially continuous creditable service, you will acquire full personal career status affording you maximum rights, privileges and protection under the Civil Service system, including indefinite reinstatement eligibility.

NEXT

EXCEPTED. Excepted appointments are those made to positions excepted from the competitive system and therefore are not subject to OPM's competitive requirements. Examples include: attorneys, consultants and positions in the intelligence field.

TEMPORARY. If your appointment is "Temporary" (limited to a stated period of time) your appointment will automatically expire at the end of that period unless terminated earlier or extended (up to a total 4-year period, in one-year increments) at the discretion of your employing activity.

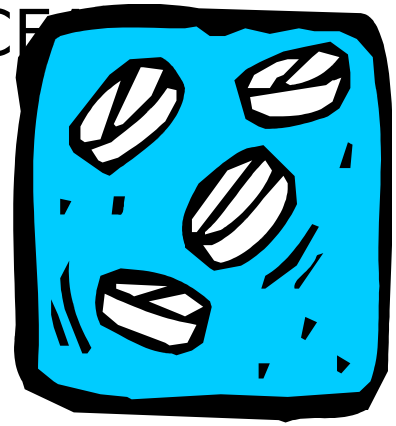
VETERANS READJUSTMENT APPOINTMENT (VRA). The Veterans Readjustment Appointment program provides for excepted (non-competitive) appointments of Vietnam era and post-Vietnam era veterans which lead to career-conditional or career tenure upon completion of training and satisfactory performance. This program may also be used to fill temporary positions.

NEXT

NINETY DAY RESTRICTION. If you are a permanent competitive employee new to Federal Civil Service, you must wait a minimum of ninety days from the day you enter on duty before you can be promoted or reassigned to a different line of work.

PROBATIONARY PERIOD. If you are a permanent employee, you are required to satisfactorily complete a one year probationary period. This is a onetime requirement during which your supervisor observes your conduct, general character traits and performance of your job duties. Every effort will be made to resolve any problem areas that may arise. If it is determined that your retention is not in the best interest of the government, you are subject to separation upon written notice.

CIVILIAN EMPLOYEE ASSISTANCE PROGRAM

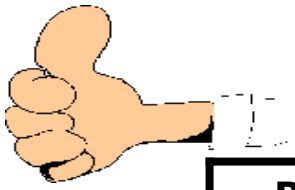


The Civilian Employee Assistance Program (CEAP) provides assistance to employees to overcome performance or conduct deficiencies caused by misuse of drugs or alcohol or by other personal problems. The program provides problem identification and preventive counseling and referral to local community resources for treatment, rehabilitation or other assistance.

Employees must refrain from the abuse of all drugs and may not report to work under the influence of alcohol or drugs. Employees are responsible for seeking assistance through CEAP to overcome alcohol, drug or other personal problems, which adversely impact on their performance.

Participation in CEAP is voluntary and is treated confidentially.

DISCIPLINE



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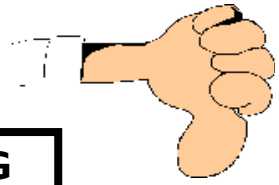

WRONG

The Department of the Navy (DON) policy is to use discipline as a managerial tool to correct deficiencies in employee conduct and performance, as a deterrent to unacceptable conduct or behavior and for correction of other situations which interfere with efficient operations. Discipline is intended to be corrective and not punitive.

The Department of the Navy Schedule of Offenses and Remedies, found in COMNAVREGHIINST 12000.1C CH-3, Section 407, lists various offenses and a range of penalties from reprimand to removal. The Schedule is meant to serve as a guide in initiating appropriate disciplinary action. The severity of the penalty depends upon the circumstances surrounding the offense and [redacted] number of times the sam

NEXT

When imposing disciplinary action, the supervisor may consider the employee's work record; past disciplinary record; nature of the position (supervisory, fiduciary, or other position of trust); and any extenuating or mitigating circumstances.

Formal disciplinary actions include: letters of reprimand, suspensions, demotions and removals. Such actions are made a matter of record in an employee's official personnel folder. Letters of caution and letters of requirement are non-disciplinary actions and are intended to serve as warnings that continued unacceptable conduct or performance deficiencies may be subject to formal disciplinary action.

An informal disciplinary action may come in the form of an oral admonishment.

If a disciplinary action should ever be taken against you, you have certain grievance/appeal rights open to you. These rights vary depending upon your employment status and the nature of the action. Your rights, including your right to representation will be explained to you in the notice of disciplinary action.

DISCLOSURE OF INFORMATION (WHISTLEBLOWER)

An employee, a former employee or an applicant for employment may disclose information that he or she reasonably believes evidences violation of any law, rule or regulation, gross mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety. The identity of any informant may not be disclosed without his or her consent.

Disclosure of information may be made by calling the Navy Hotline: (800) 522-3451, or by writing to Naval Inspector General, Attention: Navy Hotline, Bldg. 200, Washington Navy Yard, Washington DC 20374-2011 or the Office of Special Counsel, P.O. Box 36007 ifornia 94102.

DRUG-FREE WORKPLACE PROGRAM

Executive Order 12564 established the goal to make the Federal service drug-free and made it a condition of employment for all Federal employees to refrain from using illegal drugs on and off duty.

The DON Drug Free Workplace Program (DFWP) is designed to achieve the drug-free goal of the Order. While the DON will assist employees with drug problems, it remains the primary responsibility of the employees to change their own behavior and habits. All employees are expected to refrain from drug use and participate in the Program. Employees who fail to meet the established requirements of the Program will be subject to disciplinary action including removal from the Federal service.

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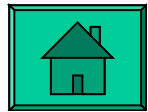

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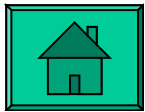

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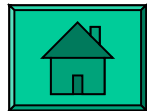
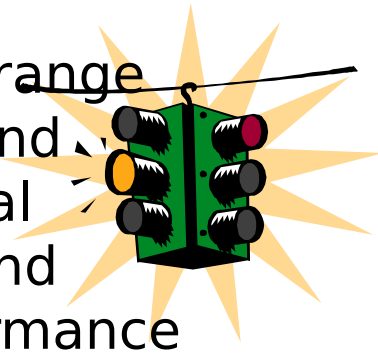


There are two types of Sexual Harassment:

Tangible Employment Action: An action that produces an identifiable change in an individual's conditions of employment. It can be any employment action, such as: 1) non-selection for a position; 2) failure to be promoted; 3) reassignment to an undesirable location or duties; 4) disciplinary action.

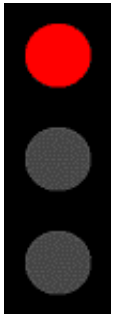
Hostile Work Environment: 1) actions or behaviors that create an intimidating, hostile, or an offensive work environment; and 2) regular and repeated actions, gestures, or items displayed around the workplace that unreasonably interfere with job performance.



Sexual Harassment Behavior Identification: A wide range of behaviors exist that can be unwelcome, sexual, and work-connected and can, therefore, constitute sexual harassment. Some behaviors may be unwelcome and work-connected, but not sexual (for example, performance counseling), and obviously do not constitute sexual harassment.

To better explain the range of behaviors, which may constitute sexual harassment, the traffic light illustration was developed, in which behaviors are divided into three zones, corresponding to the colors on a traffic light. Green on the traffic light means, "go," and behavior in the green zone is acceptable. Green zone behavior is not sexual harassment. Yellow on the traffic light means, "caution," and behavior in the yellow zone may be sexual harassment. Red on the traffic light means, "stop." Red zone behaviors are sexual harassment. Just as with a traffic light, if in the yellow zone long enough, the light will turn red. If yellow zone behaviors occur repeatedly, especially after the person has been told it is unwelcome, it becomes red zone behavior—sexual harassmer

RED ZONE

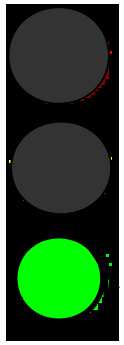


SEXUAL HARASSMENT
"STOP! Don't do it or say it."
Sexual favors in return for employment rewards
Threats if sexual favors are not provided
Sexually explicit pictures or remarks
Obscene letters or comments
Sexual assault is criminal activity – ranging from forceful grabbing
to fondling,
forced kissing or rape.

YELLOW ZONE

UNACCEPTABLE BEHAVIOR
“CAUTION”
Many find these behaviors unacceptable:
Violating personal “space”
Whistling
Questions about personal life
Repeated requests for dates

GREEN ZONE



NOT SEXUAL HARASSMENT
“ACCEPTABLE”
Shaking hands
Friendly pat on the shoulder
Performance counseling
Social interaction
Showing concern
Encouragement
Polite compliment
Friendly conversation

Note: Keep in mind that the above examples are used as guidance only, that individuals believe they are being sexually harassed based on their perceptions, that each incident is judged on the totality of facts in that particular case, and the individuals' judgment may vary on the same facts. Therefore, caution in this area is advised. Any time sexually oriented behavior is introduced into the work environment or among co-workers; the individuals involved are on notice that the behavior may constitute sexual harassment.

Employees are responsible for reporting Sexual Harassment to the appropriate supervisory level when the behavior does not stop after the harasser is confronted; the employee is uncomfortable in addressing the harasser; or the behavior is severe and possibly criminal in nature.

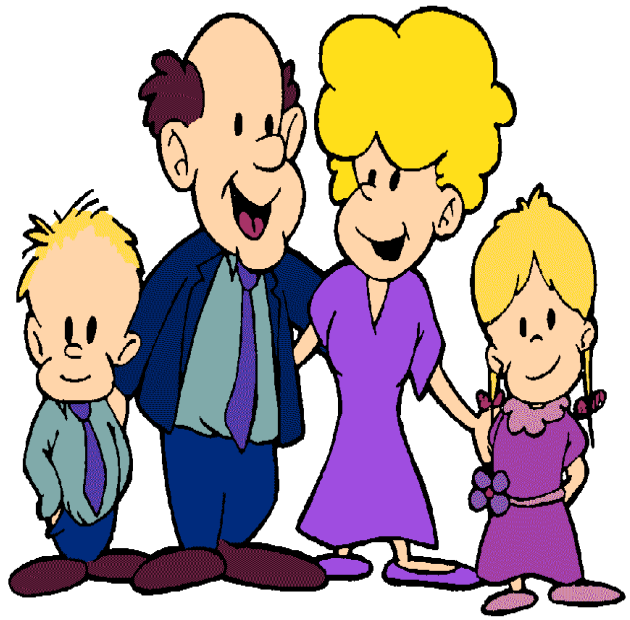
A complaint system is established for those who feel they have been discriminated against because of age, race, color, religion, sex, national origin or physical/mental disability or reprisal for prior EEO complaint involvement or opposition to a Title VII prohibited practice. If you feel that you have been discriminated against, you must contact the EEO Department at 473-8000 x5726/5727, within 45 calendar days from the date of the matter alleged to be discriminatory or in the case of a personnel action, within 45 calendar days of its effective date. Employees claiming discrimination on the basis of sexual orientation may seek redress from the Merit Systems Protection Board, Office of Special Counsel, the Negotiated Grievance Procedure, if applicable, or the Administrative Grievance Program.

GRIEVANCES

An employee grievance is any matter of personal concern or dissatisfaction that is within the discretion of management to resolve. Normally, employees should first take up their grievances with their supervisor.

If you are in a unit represented by a labor organization (union), you would use the grievance procedure contained in the collective bargaining agreement negotiated between your activity and the union. If no union represents the employees at your activity, you may file a grievance using the Navy Administrative Grievance Procedure.

HEALTH BENEFITS



The Federal Employees Health Benefits Program helps protect you and your eligible family members from the expenses of illnes and accident. Participation is voluntary for eligible employees. (Some temporary emplo are also eligible to enroll.)

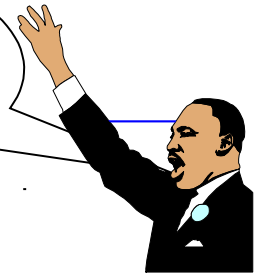
You and the government share the cost of your enrollment. Your premiums are deducted through salary withholdings and adjusted annually. You are also eligible during an annual Open Season to change to another plan or option, or to enroll in a plan if you are not already enrolled. All other changes in your health insurance plan can be made within specific time limits under specific events such as marriage, divorce, birth of child, etc.

HOLIDAYS

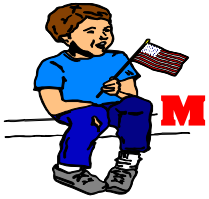
Following are the 10 statutory holidays for Federal employees:

New Year's Day
1 January

Martin Luther King Day –
Third Monday in January



President's Day – Third Monday in February

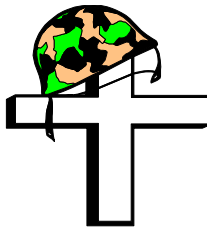


-Last Monday in May
MEMORIAL DAY

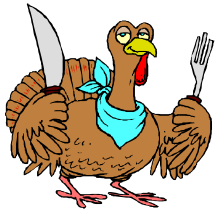
Independence Day
4 July

Labor Day
First Monday in September

Columbus Day
Second Monday in October

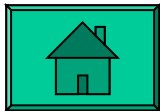


Veteran's day 11 November



Thanksgiving Day – Fourth Thursday in November

Christmas day – 25 December



INCENTIVE AWARDS

The DON Incentive Awards Program is designed to reward significant contributions made by individuals and groups to the DON as soon as possible. The program includes cash awards for special acts, suggestions, and inventions; and non-monetary "honorary" awards for a broad range of contributions. The program is designed to improve government operations and services by raising productivity.

Incentive awards may recognize similar accomplishments, such as an heroic act, idea, or suggestion. Others reward a longtime pattern of outstanding achievement or contribution. Still others recognize achievements in a particular area—science and engineering, for example, or personnel administration.

NEXT

Eligibility ranges from a specific category of Navy civilian employee (e.g., Women in Science) to anyone who has made a contribution to the DON or the government. Military members are eligible for some; others are limited to civilians.

Some categories of incentive awards are primarily cash awards; others consist of non-monetary forms of recognition, ranging from certificates and plaques to pins, mugs, T-shirts and caps. Some awards can take either monetary or non-monetary form, or both.

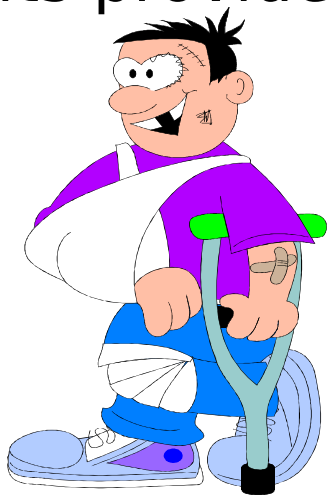
Decision-making authority on incentive awards ranges all the way from the activity up to the President of the United States. For cash awards, who makes the final decision depends on the amount of the award.

It is up to the supervisor to decide what award or combination of awards matches the contribution.

You may address any questions concerning incentive awards to your supervisor, the Incentive Awards Administrator for your activity, or to your Human Resources Office.

INJURY COMPENSATION

Under the Federal Employees' Compensation Act (FECA), civilian employees who are injured or killed in the performance of duty, or who die as a result of a job related injury, are entitled to receive benefits provided by the Act.

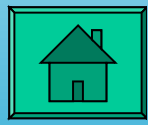


All job related injuries and illnesses must be reported to your supervisor. You and your supervisor must document all injuries and illnesses on a CA-1, Federal Employees' Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.

LIFE INSURANCE

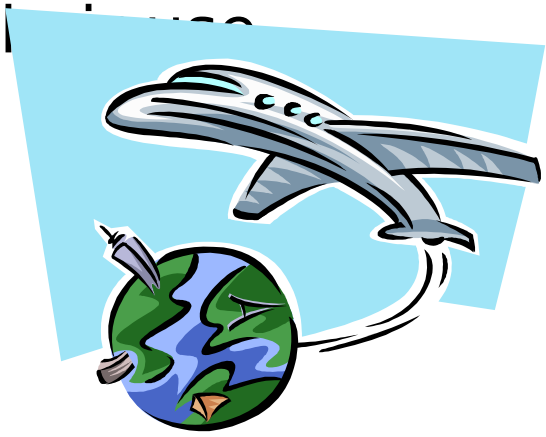
The Federal Employees Group Life Insurance provides term life insurance to you at low cost. It is intended as a form of immediate protection against financial hardship or loss in the event of death. All permanent employees are eligible to participate.

Basic term life insurance is automatic unless it is waived. You may acquire additional optional insurance if you have the basic insurance and have not previously declined the optional insurance.



LEAVE

There are two basic types of leave: 1) leave with pay and 2) leave without pay. The two most commonly used forms of leave with pay are Annual Leave and Sick Leave. While both Annual and Sick Leave are considered benefits to which employees are entitled, management has certain options in granting or denying ti



Annual Leave allows you to take paid time off from work to meet immediate personal needs and emergencies, and to take planned vacations. You will accrue Annual Leave in differing increments according to you ars of service, both milita

NEXT

The rate of accumulation is:

0 to 3 years service – 13 working days per year (104 hours)

3 to 15 years service – 20 working days per year (160 hours)

Over 15 years service –26 working days per year (208 hours)

Generally, you can accumulate and carry forward not more than 30 days of Annual Leave from one year to the next. Any leave in excess of the 30 days must be used before the end of the leave year. If you schedule the leave and your activity cancels your scheduled leave due to work exigencies, you may have that leave restored.

Sick Leave is earned at a rate of four hours a pay period or 13 days a year, regardless of years of service. Unlike Annual Leave, Sick Leave may be accumulated throughout your government service.

NEXT

By accumulating Sick Leave, you can still draw income while you are incapacitated because of illness, injury, or pregnancy. You may also use Sick Leave for your medical, optical and dental appointments. However, you are encouraged to schedule routine appointments outside of regular duty hours to the extent possible.

Usually, you must report your absence no later than 15 minutes after the start of the work shift. You should inform the appropriate supervisor of the nature and probable duration of your illness so that your work can be reassigned, if necessary. When you are incapacitated for duty for more than three work days, you must furnish medical certification to support your absence.

Your supervisor can provide information on other types of leave, such as court leave, military leave, and leave without pay.

MERIT SYSTEM PRINCIPLES

Nine Merit System Principles constitute the framework that shapes the structure of Federal human resources management as it strives to support agency mission accomplishment. The Principles are commonly and correctly identified as supporting fairness for employees and adherence to human resources laws and regulations that enforce the concept of merit. Yet, they equally support the need for efficiency and effectiveness, and for not allowing rules to become an end in themselves. Thus, the Principles provide an excellent set of values to live by. They are:

1. Recruit qualified individuals from appropriate sources representing all segments of society; select and advance individuals solely on the basis of relative ability, knowledge and skills, after fair and open competition, that assures equal opportunity.

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2. Treat all employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, marital status, age or handicapping condition.

3. Provide equal pay for work of equal value, with appropriate consideration for national and local rates; provide appropriate incentives and recognition for excellence in performance.

4. Maintain high standards of integrity, conduct and concern for the public interest.

5. Use the Federal workforce efficiently and effectively.

6. Retain employees on the basis of the adequacy of their performance; correct inadequate performance; and separate those who cannot or will not improve their performance to meet required standards.

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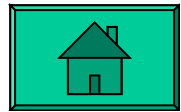
7. Provide effective education and training to employees when it will result in better organizational and individual performance.

8. Protect employees from arbitrary action, personal favoritism, or coercion for partisan political purposes; and prohibit employees from using their official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for election.

9. Protect employees against reprisal for the lawful disclosure of information which the employee believes evidences a violation of any law, rule or regulation; or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to the public health and safety



NAVY CORE VALUES

The Core Values for the Department of Navy are Honor, Commitment and Courage.

HONOR -- “I will bear true faith and allegiance…” accordingly, we will: Conduct ourselves in the highest ethical manner in all relationships with seniors, peers and subordinates; be honest and truthful in our dealings with each other, and with those outside the Navy; be willing to make honest recommendations and to accept those recommendations from all personnel; encourage new ideas and deliver the bad news, even when it is unpopular; abide by an uncompromising code of integrity, taking responsibility for our actions and keeping our word; fulfill or exceed our legal and ethical responsibilities in our public and personal lives twenty-four hours a day. Illegal or improper behavior or even the appearance of such behavior will not be tolerated. We are accountable for our professional and personal behavior. We will be mindful of the privilege

NEXT

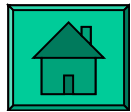
COMMITMENT -- “I will obey the orders…” accordingly, we will: demand respect up and down the chain of command; care for the safety, professional, personal and spiritual well-being of our people; show respect toward all people without regard to race, religion, or gender; treat each individual with human dignity; be committed to positive change and constant improvement; exhibit the highest degree of moral character, technical excellence, quality, and competence in what we have been trained to do. The day-to-day duty of every man and woman is to work together as a team to improve the quality of our work, our people, and ourselves.

COURAGE -- “I will support and defend…” accordingly, we will: have courage to meet the demands of our profession and the mission when it is hazardous, demanding, or otherwise difficult; make decisions in the best interest of Navy and the nation, without regard to personal consequences; meet these challenges while adhering to a higher standard of personal conduct and decency;

NEXT

be loyal to our nation by ensuring the resources entrusted to us are used in an honest, careful, and efficient way. Courage is the value that gives us the moral and mental strength to do what is right even in the face of personal or professional adversity.

These Core Values are more than human rules of behavior. They are deeply rooted in the heritage which has made this country great. Personal and professional conduct must always reflect the sacred truth of our nation. They demonstrate who we are and guide our performance, conduct and decision every minute of every day.



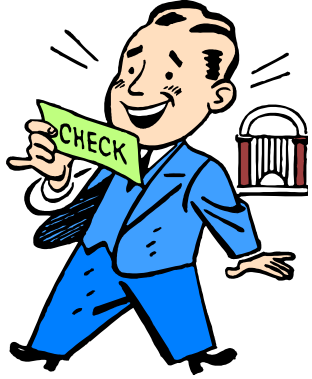
OVERTIME

Except for work time of employees who receive annual premium pay, all hours of work officially ordered or approved in excess of the basic workweek (work in excess of eight hours a day or 40 hours in a week) constitute overtime.

Employees called back to work for unscheduled overtime, will be paid at least two hours of overtime pay (even if the employee works less than two hours).

The overtime rate for Wage Grade (WG) employees is one and one-half times the employee's rate of basic pay.

The overtime rate for General Schedule (GS) employees is an amount equal to one and one-half times the hourly rate of the employee's basic pay rate, not to exceed the minimum rate (Step 1) for grade GS-10.



PAY

ANNUAL PAY RAISE. Pay for white collar (GS) employees is set by Congress on an annual basis. If a raise in pay is authorized, it is normally effective in January of each year. Blue collar (WG) pay is set based on an annual survey of local area salaries and a raise, if authorized, is normally effective in August of each year.

COST OF LIVING ALLOWANCE. General Schedule (GS) employees in Hawaii receive a Cost of Living Allowance (COLA), which is an additional percentage of their base pay. The percentage represents the difference in the cost of living between Washington D.C. and Honolulu. This percentage is reviewed annually and is subject to change without notice. Wage Grade (WG) employee[illegible]n't receive COLA because

NEXT

DEDUCTIONS. Payroll deductions vary based on your particular circumstances. A Leave and Earnings Statement will be mailed biweekly to your designated mailing address. This form reflects your gross pay less deductions. Your deductions may include:

-Civil Service Retirement. Most new career-conditional employees come under the Federal Employee Retirement System (FERS) and are subject to the automatic withholding of a percentage of their salary toward the pension fund.

-Federal Employees Group Life Insurance. For eligible employees, the amount of deduction is based on your basic salary rate and whether or not you elect optional additional group life insurance. Unless you signed a formal waiver specifying “no coverage,” you will be automatically covered for regular life insurance and deductions will be ma[illegible]om your paycheck.

NEXT

-Federal Employee Health Benefits. Permanent employees (other than intermittent) are eligible for health insurance coverage. The amount of deduction varies with your choice of health insurance plan.

-Federal Income Tax. The amount withheld depends up on your gross earnings and number of dependents you claim. Whenever there is a change in your personal status, including an address change involving your claim to exemptions, you should file a new form. COLA is not subject to Federal income tax.

-Federal Insurance Contribution Act. Temporary employees covered by the Social Security Act and employees covered under FERS will have withholdings based on the current withholding rate in effect at the time of payroll earnings.

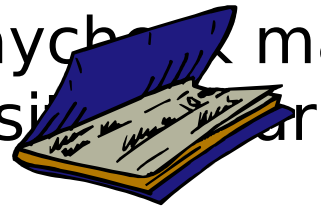
NEXT

-Savings Bonds. Under the payroll savings plan, you may purchase U.S. Savings Bonds through regular payroll deduction. Purchasing bonds in this way is an excellent and painless method of saving. All bonds are mailed directly to the address you designate on the authorization form.

-State Income Tax. The amount of the deduction varies based on your earnings, including any COLA and the number of dependents you claim.

Other deductions may include allotments to credit unions for savings or loan payments, union dues and/or charitable contributions, which you authorize.

DIRECT DEPOSIT. You must have your paycheck mailed directly to a financial institution for deposit to your account.



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WITHIN GRADE INCREASES. For permanent GS employees, there are ten steps within each grade level. Periodic step increases are granted to all employees whose performance meets acceptable standards. The waiting period between within grade increases by grade levels is as follows:

Steps 2, 3 and 4	52 calendar weeks
Steps 5, 6 and 7	104 calendar weeks
Steps 8, 9 and 10	156 calendar weeks

TIME & METHOD OF PAYMENT. There are 26 pay periods each year. Each pay period extends from Sunday, 12:00 midnight, through Saturday, 12:00 midnight two weeks later. Payday is once every two weeks on the Friday following the close of the pay period. In other words, you get paid for this two-week period one week after it ends. This short “pay lag” is required to review each employee’s attendance record, to compute the pay, certify the payroll and distribute the checks.

NEXT

For WG employees (temporary and permanent), there are five steps within each grade. The waiting period between step increases is as follows:

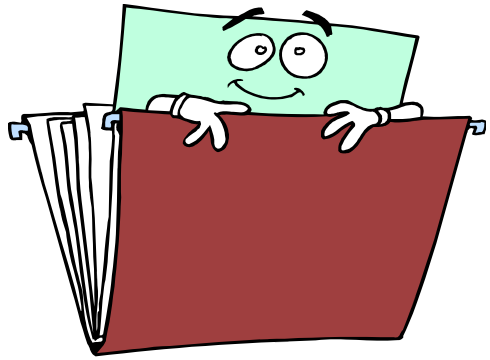
Step 1 to Step 2	26 calendar weeks
Step 2 to Step 3	78 calendar weeks
Step 3 to Step 4	104 calendar weeks
Step 4 to Step 5	104 calendar weeks

Time and method of payment for WG employees is the same as for GS employees.

If you are promoted, you start a new waiting period for your next step increase from the date of your promotion.

Questions may be directed to your Customer Service Representative.

PERSONNEL FILE



Yes, it's true that the HRSC PACIFIC located in Building 499 maintains your Official Personnel Folder (or OPF, as it's called) where all our copies of your personnel forms are kept. But! Just in case your file is misplaced or lost or damaged due to a fire, hurricane, etc., you should maintain your own personnel file concerning your Federal Civil Service employment. Keep it in a safe place; e.g., in your desk or at home with your other official papers. And, let someone else know where the file is in case of an emergency. Keep the file current; e.g., if you change the beneficiary for your life insurance, throw out the old form and file the current one. This will help to avoid confusion and misunderstan[illegible] in time of need.

NEXT

A list of suggested items to retain follows:

SF 50, Notification of Personnel Action
Position or Job Description
Performance Plan
Leave & Earnings Statement
Health Benefits Registration Form
Life Insurance Election & Designation of Beneficiary Forms
Federal Employees Retirement System (FERS) Information &
Designation Beneficiary Form
Thrift Savings Plan (TSP) Form
Direct Deposit Sign-Up Form
Authorization for Purchase and Request for Change, United
States Series EE Savings Bond Form
Records of Completed Training
Other related docume

POSITION CLASSIFICATION

CLASSIFICATION SYSTEMS

The two classification systems that apply to most Federal positions are:

The General Schedule System (for white-collar occupations).

The Federal Wage System (for blue-collar occupations).

Both classification systems provide the same end result—they establish the occupational series, grade level, and title for the position.

NEXT

POSITION DESCRIPTIONS

Your Position Description (PD) is the official record of the duties and responsibilities assigned to your position by management. Wage Grade position descriptions are usually referred to as Job Descriptions.
In either case, they must be kept current and accurate at all times and must include all major and collateral duties. An example of a collateral duty might be a Safety Monitor.

You are entitled to have a copy of your PD. If you do not have a copy, you should contact your supervisor. If you have any questions about its accuracy or about your duties in general, you should discuss them with your supervisor.

NEXT

CLASSIFICATION STANDARDS

Your PD is classified to the correct title, series and grade by matching the duties and responsibilities with OPM and Navy classification standards.

A classification standard defines an occupation, explains significant factors in evaluating the grade level of positions in that occupation, and describes the characteristic work at each relevant grade level.

You are entitled to see the standards that apply to your position, if you desire. To see the standards, contact your Customer Service Representative.

NEXT

PERIODIC REVIEW

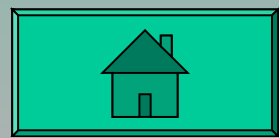
Your PD is reviewed annually for accuracy and completeness by your supervisor at the time your annual performance objectives are set. Your supervisor will certify on the appraisal form whether your PD has been verified as current and accurate. If your PD is not accurate, it must be corrected through a pen and ink change, amendment or a complete rewrite if necessary.

NEXT

APPEALS

If you believe that your PD is inaccurately classified, you may at any time bring the matter to your supervisor's attention. If your supervisor does not agree, you may file a classification appeal. Instructions on how and where to file an appeal will be furnished to you by your servicing Human Resources Office.

If you and your supervisor disagree over whether the PD accurately reflects your position, you can file a grievance, but not a classification appeal, to resolve the issue. However, your supervisor/manager has the absolute right to decide on the duties and responsibilities of your position.



PREFERENCE

MILITARY SPOUSE PREFERENCE. If your spouse is active duty military, you may be eligible for spouse preference for Department of Defense (DOD) positions when you move to your new duty station. You may be registered 30 days before your reporting date in a computerized system for positions and grade levels you've held on a permanent basis and automatically referred for jobs in the area of your new duty station. If you move without having been a permanent Federal employee, you can apply to OPM and invoke spouse preference when you're referred to DOD activities.

NEXT

VETERANS PREFERENCE. Veterans have special rights and benefits in employment and retention. Veterans preference is given if you were honorably discharged from active duty in the armed forces of the United States:

-during a war (7 December 1941 – 28 April 1952);
-during the period 28 April 1952 – 1 July 1955;
-for more than 180 consecutive days after 31 January 1955 (for other than training) if enlisted prior to 15 October 1976.

Applicants for Federal Civil Service jobs are not entitled to peacetime veterans preference if they entered military service after October 14, 1976, unless they served in campaigns such as Lebanon, Grenada, Desert Storm, or are disabled. A retired member of the armed forces is not entitled to preference unless the individual retired below the rank of major or its equivalent, or is a disabled veteran.

REDUCTION-IN-FORCE

A lay-off in Federal employment is called a Reduction-In-Force (RIF). Reorganizations and funding cuts are examples of reasons for RIF. Your retention, if there is a RIF at your activity, will be based on your type of appointment; years of creditable service; veterans preference; and performance rating. If you will be affected by a RIF, you will be notified at least 60 days before the effective date and counseled regarding alternatives and benefits at that time.

P.L. 99-335 established the new Federal Employees Retirement System (FERS). FERS became effective 1 January 1987. All new employees are automatically covered by FERS. FERS is a three-component plan, which includes Social Security benefits, the Basic Benefit Plan, and the Thrift Savings Plan.

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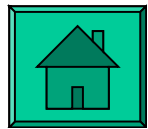
Social Security benefits are payments provided to workers and their dependents who qualify as beneficiaries under the Old-Age, Survivors and Disability Insurance programs of the Social Security Act. All permanent employees participate in the Basic Benefit Plan and contribute a portion of their salary into the plan. The Thrift Savings Plan is a plan that provides you an opportunity to save money on a tax-deferred basis with the government matching a portion of your contributions.

You may withdraw your FERS contributions upon separation from the government; however, you will not be eligible to receive benefits based on the service covered by the refund.



STANDARDS OF CONDUCT

To maintain the public's confidence in our institutional and individual integrity, all DON personnel shall:

a. Avoid any action, whether or not specifically prohibited by the rules of conduct, which might result in or reasonably be expected to create an appearance of:

(1) using public office for private gain,
(2) giving preferential treatment to any person,
(3) impeding government efficiency or economy,
(4) losing complete independence or impartiality,
(5) making a government decision outside official channels, or
(6) adversely affecting the confidence of the public in the integrity of the government;

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b. Not engage in any activity or acquire or retain any financial or associational interest that conflicts or appears to conflict with the public interests of the United States as related to their duties;

c. Not accept gratuities from DOD contractors unless specifically authorized by law or regulation;

d. Not use their official positions to improperly influence any person to provide any private benefit;

e. Not use inside information to further a private gain;

f. Not wrongfully use rank, title, or position for commercial purposes;

g. Avoid outside employment or activities incompatible with their duties or which may discredit the Navy;

h. Never take or use government property or services for other than officially approved purposes;

i. Not give gifts to your superiors or accept them from yo

NEXT

j. Not conduct official business with persons whose participation in the transaction would violate law or regulation;

k. Seek ways to promote efficiency and economy in government operations;

l. Preserve the public's confidence in the Navy and its personnel by exercising public office as a public trust;

m. Put loyalty to the highest moral principles and to country above loyalty to persons, party or government department;

n. Uphold the Constitution, laws, and regulations of the United States and never be a party to their evasion;

o. Give a full day’s labor for a full day’s pay, providing earnest effort to the performance of duties;

p. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept for oneself or for family members, favors or benefits under circumstances which migh

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persons as influencing the performance of governmental duties;

q. Make no private promises of any kind binding upon the duties of office;

r. Not engage in business with the government, either directly or indirectly, inconsistent with the conscientious performance of governmental duties; and

s. Expose corruption wherever discovered.

TRAINING

If your supervisor determines you need training to perform your job better, the Navy will train you on government time and at government expense. This job-related training might be in a classroom or at your job site. The training could be conducted by government personnel or by a private company.

Your supervisor determines if you have job-related training needs and will discuss your training needs with you during your annual performance appraisal. However, if at any time you think you have a job–related training need, discuss it with your supervisor.

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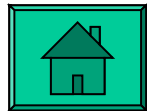
The Navy encourages self-development. Many after-hours courses are offered by educational institutions in the Honolulu area. It may be possible for the Navy to reimburse you for the tuition expense of such courses if they are job-related. Information on these courses and the possibility of tuition reimbursement is available from your supervisor, your organization's training coordinator, or the Training Department at HRSC PACIFIC.

If you receive job-related training, it will be entered into the Navy's official training records by the Training Department at HRSC PACIFIC. If you want to review your record, contact your Customer Service Representative.



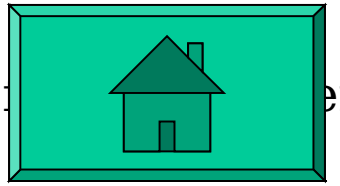
f you still have questions, you can talk to your Supervisor or your Civilian Personnel Liaison

Congratulations, you have completed the basic training requirements for new Department of the Navy employees!

If you would like to ce n and EXIT this Slide Show now, click the C

If you would like to continue to Part II, click the Home button.

(You will receive credit f en you exit this Slide Show)



If yo e finished viewin esentation click the exit

APPLYING FOR A JOB

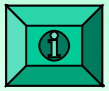
Application Info

CHART

CIVILIAN EMPLOYEE ASSISTANCE PROGRAM

CEAP Info

DISCLOSURE OF INFORMATION (WHISTLEBLOWER)



Office of Special Counsel

DRUG-FREE WORKPLACE PROGRAM

Questions and Answers

Partnership for a Drug Free Workplace

EQUAL EMPLOYMENT OPPORTUNITY

U.S. Equal Employment Opportunity Commission

EEO Advisors

GRIEVANCES

Federal Labor Relations Authority

Labor Advisors

HEALTH BENEFITS

Employee Benefit Information System (EBIS)

HIV/AIDS

Sexual Health and Responsibility Program

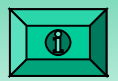
INJURY COMPENSATION

COMNAVREG Hawaii

LEAVE

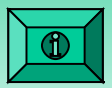
Leave Information

LIFE INSURANCE



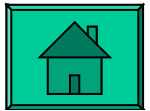
Office of Personnel Management

MERIT SYSTEM PRINCIPLES



COMNAVREG Hawaii

For additional information on some of the above topics, click above



NEXT

POSITION CLASSIFICATION	RETIREMENT	STANDARDS OF CONDUCT	TRAINING
FAQ	Thrift Savings Plan COMNAVREG NEO	DOD Home Page COMNAVREG Home Page	HRSC PACIFIC Training Home Page

f you still have questions, you can talk to your Supervisor or your Civilian Personnel Liaison

Did you remember to complete the certification form?

Yes, I want to Exit

I Forgot, Go to the Certification Form

I did not complete Part I. I will return at another time.

"I'll Be Back"

UMAN IMMUNODEFICIENCY VIRUS/ACQUIRE

IMMUNEDEFICIENCY SYNDROME (HIV/AIDS

Because the information covered in this section may be of a sensitive nature to some people, you may not want to view this section. If at any time you wish to leave, click on Exit. You will return to the Certification Page. You can then continue on to Section II or receive credit for completing the New Employee Orientation Training.

NEXT

Sexual Responsibility

Consider outcomes

Respect others

Plan for safety

Avoid Sexually Transmitted Disease (STD's)/HIV & AIDS

Unplanned pregnancy

AIDS

- Life-threatening disease
- Caused by HIV
- Immune system is damaged, leaving the body open to serious "opportunistic" infections, cancers, severe weight loss and dementia.
- Still no cure and no

How is HIV Transmitted?

- Sexual contact
- Blood exchange
- Perinatally
  - During pregnancy
  - During birth
  - During breastfeeding

Those Seeking Sex Should:

- Plan for safety
- Respect yourself/others
- Stay sober

Abstinence

- Delaying sexual activity
- 100% safe
- Allows for intimate relationships
- Avoids STD’s and AIDS
- Prevents unplanned pregnancies

Safe Sex

A mutually monogamous relationship with an uninfected partner

Contraceptive Choices

Oral Contraceptives
Use of Condoms
Contraceptive Injection
Diaphragm
Spermicides
Intrauterine Device (IUD)

Summary

- Consider outcomes
  - Protect yourself & those you love
  - Achieve your life's goals
- Respect your values and those of others
- Plan for safety
  - Negotiate for safety
  - Stay sober